

# Plagiarism Policy of the School of History

This document establishes an agreed protocol for monitoring, reporting, and penalising cases of plagiarism within the School of History.

## What is plagiarism?

The University has adopted a broad definition of plagiarism that encompasses three different aspects:

1. Presenting someone else's work or ideas as your own without appropriate attribution.
2. Copying one's own work for one assignment and resubmitting it for another module is known as 'self-plagiarism'. This practice of 'self-plagiarism', where a student's assignment is identical or based heavily on an assignment previously submitted as part of their university studies, even if it is cited, leads to double credits for the same work and will not be accepted.
3. Collusion between students, where work is permitted to be copied and presented as the work of one individual.

See the full university policy here:

<https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/PlagiarismPolicy2021v4.pdf>

The University has encouraged suspected cases of minor plagiarism to be dealt with at a School/Department level, and have laid out a process as follows:

1. The module supervisor, examiner, invigilator or other (including external examiners) identifies a potential case of plagiarism and raises it with the Plagiarism Officer for consultation. If the Plagiarism Officer suspects that a breach of academic conduct may have occurred, the Plagiarism Officer will call a meeting between the student and the Plagiarism Officer, which will be communicated in writing.
2. The Plagiarism Officer will meet with the student who will be given the opportunity to explain irregularities. Following the meeting the Plagiarism Officer, in consultation with the Head of School, will either:
  - a. Immediately make a full report in writing to the Student Records and Examination Officer, which will trigger the procedures for Breach of Examination Regulations and Procedures (see <https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/GuidetoExams-PGResearchAppealsupdate-Final.pdf>)
  - b. Exercise discretion to pursue the matter independently of the Student Records and Examination Office, and impose an appropriate penalty, which will not exceed assigning a mark of zero for the piece of work to which the offence relates.
3. If the student agrees with the decision (under 2b), this will be set out in writing, and all decisions will be forwarded to Student Records and Examination Officer to remain on file.

4. If the student believes they have been treated unfairly then they have the right to formal appeal through the standard UCC Examination Appeals process. See Section 19 of University's Guide to Examinations and Assessment for Staff and Students, found here:  
<https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/GuidetoExams-PGResearchAppealsupdate-Final.pdf>

## **Plagiarism Penalties**

The Department of History will use a three-tier level of penalties for potential cases of plagiarism.

**Note:** The Plagiarism Officer, in consultation with the Module Coordinator and the Head of School, will have discretion in applying a penalty based on the severity of the case and other circumstantial factors. Generally, however, the Plagiarism Officer will follow the tiered process as set out below.

## **Levels of Plagiarism**

**Level 1:** The work demonstrates one or more of the following characteristics that connote plagiarism and warrant sanction:

- A failure to use the correct conventions of academic citations when directly quoting.
- Paraphrasing without proper citation
- Failing to acknowledge sources consulted for arguments, ideas, style, and structure
- Failing to insert quotation marks although providing citations
- Sections copied from sources and presented as one's own work

**Penalty:** The student will be given the opportunity to correct all aspects of their work that have been plagiarised and will receive a maximum grade of 40 for the assignment. The Plagiarism Officer will set a date for the resubmission of work in consultation with the student. If the deadline is missed, the student will receive a zero for the assignment.

**Level 2:** The work demonstrates one or more of the following characteristics that connote a systemic breach of academic protocols and a sustained level of plagiarism.

- The student has already committed plagiarism and this is a repeat offence
- Contains elements of another student's work, or other forms of collusion between students as outlined in UCC's policy.
- Contains material that the student has already submitted for academic assessment in another module, or in previous academic years, i.e. self-plagiarism.
- Substantial sections copied from another source and presented as one's own work
- The copying of substantial sections of another work without proper reference or citations.

- The student's work contains fabricated sources

**Penalty:** The assignment will receive a zero (0).

**Level 3:** The work in question is a serious violation of academic standards and is referred automatically to the University's Student Records and Examination Officer for sanction.

- The student has committed numerous infractions including or exceeding the above offences.

**Penalty:** The penalty will be decided by Student Records and Examination Office.